

## ARRIVING IN NEW ZEALAND

### 9. Arrival and Departure Processes

#### 9.1 Introduction

Missions and posts are required to notify MFAT's Protocol Division of the appointment, arrival, and final departure/ cessation of duties of all members of the staff of the mission, family members and Private Domestic Staff, as per Article 10 of the VCDR and Article 24 of the VCCR. Such notification should be provided to the Protocol Division in advance.

#### 9.2 Immigration Entry Requirements

All accredited staff of missions and posts, and their officially recognised family members must hold a valid diplomatic, consular or official visa (refer Immigration Act 2009).

Visas require the approval of the Protocol Division and are issued on instruction from the Protocol Division by Immigration New Zealand. This must be done **prior** to the arrival in New Zealand of the accredited staff member and their family members, who should not enter New Zealand to take up assignments under visitor or visa waiver arrangements.

When foreign officials are appointed to missions/posts accredited to New Zealand, the Foreign Ministry of the sending state should apply to the nearest New Zealand Diplomatic Mission for a visa. To ensure that a visa of the correct type and duration of validity is issued, the following information is required:

- Officer's full name and date and place of birth;
- officially-recognised accompanying family members' full names, places and dates of birth and relationships to the principal officer;
- dual nationality details (if applicable) where New Zealand nationality is involved;
- status and designation of the officer;
- the name of the officer being replaced, if applicable;
- scanned copy of officer and any family member's passport bio data page;
- approximate duration of the assignment; and
- proposed date of arrival in New Zealand.

Protocol Division must be advised of any application for entry by an accompanying Private Domestic Staff. Requirements for the entry of Private Domestic Staff are set out in Chapter 5.

#### 9.3 Notification of Arrivals

To assist missions and posts to fulfil arrival requirements and for the purposes of the issuance of Identity Cards as appropriate, MFAT asks missions and posts to complete the following forms:

- MFA 600 Notification of Arrival of a Staff Member (refer Chapter 3);
- MFA 601 Notification of Arrival of Dependent Family Member (refer Chapter 3);
- MFA 602 Notification of Arrival of Private Domestic Staff (refer Chapter 5);
- MFA 613 Notification of Commencement of Duties as an Honorary Consular Officer in New Zealand - refer Chapter 8.

Completed forms should be sent promptly to Protocol Division to enable Customs and other appropriate agencies to be informed. A covering TPN is not required to be sent with these forms unless additional relevant advice is provided or sought.

#### **9.4 Customs and Biosecurity Regulations**

New Zealand places a high degree of importance on biosecurity to protect our unique environment, public health and economic prosperity. New Zealand law prohibits or restricts the importation of a wide range of animal and plant products, including live animals, meats, skins, feathers, bone, wool, eggs, cultures, shells, coral, hair and bee products, plants, fruit, vegetables, flowers, seeds, raw nuts, bulbs, straw, bamboo, wood and other plant products. Missions, posts and their staff are required to comply with these controls at all times. Where such items are brought into New Zealand, they must be declared to biosecurity officials at the point of entry. Some items may be disinfected, placed in quarantine or, if they represent an immediate danger to New Zealand's biosecurity, disposed of.

Many of New Zealand's animal, bird and plant species are rare; some are in danger of becoming extinct. To protect them, their export is strictly controlled and in some cases it is illegal. Similarly, there are controls on the export of some items deemed important to New Zealand's cultural heritage.

All members of the Diplomatic and Consular Corps and their family members are expected to comply with regulations in force in New Zealand relating to the importation and export of prohibited and restricted items, as required by Article 41 of the VCDR and Article 55 of the VCCR.

On arrival in New Zealand all members of the Diplomatic and Consular Corps, and their family members, must declare all risk goods including foodstuffs, plant and animal products and any used equipment they have in their possession. All food brought into New Zealand, in suitcases or hand luggage, must be declared. A substantial instant fine may be imposed for breaches of these regulations. New Zealand expects that all members of the diplomatic and consular corps and their family members will pay such infringement notices in line with their responsibilities under Article 41 of the VCDR and Article 55 of the VCCR.

New Zealand is a signatory to the Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES) and CITES-related material must be declared.

Further information is available on the Ministry for Primary Industries website [www.mpi.govt.nz](http://www.mpi.govt.nz) or NZ Customs Service website: [www.customs.govt.nz](http://www.customs.govt.nz).

#### **9.5 Baggage Searches**

Under Article 36 of the VCDR and Article 50 of the VCCR, the personal baggage of members of the Corps shall be exempt from inspection, unless there are serious grounds for presuming that the baggage contains articles prohibited by law from import or subject to quarantine regulations of the receiving state. Officers of the Ministry for Primary Industries or New Zealand Customs may carry out these searches if necessary. When personal baggage triggers a response from pre-inspection measures such as x-raying or detector dogs, this is likely to give rise to serious grounds for presuming that the baggage contains prohibited items.

In circumstances where it is determined that an examination of personal baggage is necessary, it will be carried out as quickly and discreetly as possible. Members of the Corps are asked to cooperate with any requests to inspect baggage. New Zealand also acknowledges the inviolability of the archives and documents of the mission. If diplomats wish to do so, they are able to remove any documents or archives (including electronic 'archives') from the bag before an inspection.

A diplomatic or career consular officer is entitled to refuse permission for airline security personnel to search his or her personal baggage prior to departure but, as would be the case for any other travellers, the airline would be under no obligation to carry a person refusing a search and may refuse to allow that person to board the aircraft. MFAT understands that it is the practice of airlines to refuse to carry any passenger who will not give permission for searches.

The only exception is the official diplomatic bag which is sealed and clearly marked as such (refer Chapter 25). All other materials are subject to inspection.

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## **9.6 Fiscal Privileges**

The following is a summary of individual fiscal privilege entitlements available to staff members upon arrival in New Zealand, depending on their status. For further information on diplomatic/consular privileges, refer to Chapter 16.

### 9.6.1 Diplomatic and Consular Officers

Upon arrival in New Zealand, diplomatic and consular officers are exempt from Customs duties and GST on their personal effects and goods intended for their personal use when entering New Zealand on first arrival, and at any time during the course of their assignment.

### 9.6.2 Administrative and Technical and Consular Employees

Upon arrival in New Zealand, administrative and technical and consular employees are exempt from Customs duties and GST on their personal effects only when imported into New Zealand within six months of the staff member's arrival in New Zealand.

## **9.7 Importation/Exportation of Motor Vehicles**

For information on the procedures, requirements and special conditions relating to purchase, including the importation of motor vehicles, registration, licensing, resale or export and other relevant matters, refer to Chapter 11.

## **9.8 Identity Cards**

Information on eligibility for an identity card is set out in Chapter 10.

## **9.9 Diplomatic and Consular List on the Ministry's Website**

The Diplomatic and Consular list on MFAT's website [www.mfat.govt.nz](http://www.mfat.govt.nz) includes the name and designation of all diplomatic, consular and administrative and technical staff accredited to New Zealand along with respective spouse/partner names if that is the preference of the individual. A mission or post should ensure that Protocol Division is promptly advised of all arrivals and departures of accredited staff to ensure the information on the website is accurate and kept up-to-date. (Refer to Chapter 7.)

## **9.10 Post-Arrival Checklist**

- Complete appropriate MFA forms (as set out in para 9.3 above) and send to Protocol Division, Ministry of Foreign Affairs and Trade;
- apply for New Zealand driver's licence (at Automobile Association) as soon as possible after arrival, but no later than 12 months after arrival;
- complete form MFA 609, 'Application for DC/DCC, CC/CCC or FC/FCC Licence Plates', if appropriate (this form should be used for new and used vehicles purchased in New Zealand – refer Chapter 11);
- complete form MFA 610, 'Application to Import a DC/DCC, CC/CCC or FC/FCC Licensed Motor Vehicle', if appropriate (when this form is used, MFA 609 is not required - refer Chapter 11);
- complete form MFA 608, 'Authorisation for Diplomatic and Consular Certifying Officer', if appropriate; and
- complete form MFA 605, 'Application for Domestic Student Status', if appropriate. (Refer to Chapter 12.)

**9.11 Departure Procedures / Pre-Departure Checklist**

- Complete form MFA 604 'Notification of Departure' and send to Protocol Division;
- Complete form MFA 611, 'Application to Sell or Export a DC/DCC, CC/CCC or FC/FCC Licensed Motor Vehicle', and send it to Protocol Division. Note: a vehicle that is being exported must first be de-registered. (Refer Chapter 11); once the MFA form has been approved by the Protocol Division and returned to the Mission, motor vehicle registration plates should be taken to the appropriate Centre (as advised on form MFA 611);
- Return identity card to Protocol Division.

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